

STATE OF MISSOURI



Information Technology Advisory Board

November 16, 2005 Meeting Minutes

MEMBERS IN ATTENDANCE:

Jim Roggero, Chair	Jeff Falter	Cathy Reinkemeyer	Chris Wilkerson
Dan Ross, ITSD, CIO	Richard Gerling	Cindy Renick	Paul Wright
Steve Adams	Ryan Lanclos	Dan Ross	Doug Young
Chip Byers	Carl Medley II	Steve Siegler	
David Crain	Bob Meinhardt	Debbie Tedeschi	
Tim Dwyer	Daniel Moeller	Mike Wankum	
Doug Fees	Col. Paul Monda	Scott Willet	

MEMBERS NOT IN ATTENDANCE:

Gary Lyndaker, Vice-Chair	Rob Davis	Gina Hodge	Amy Niedergerke
Jon Beck	Steve Earney	Don Krueger	Ray Pope
Harold Burnette	Stacy Gillmore	Don Lloyd	Jon Rickman
Greg Burris	Rob Gourley	Gretchen Lockett	Joanie Schwartz
Ralph Caruso	Cliff Gronauer	Theresa Luebbering	Tony Spicci
Todd Craig	George Hagedorn	Mark Mabe	Mary Willingham
Jill Drennen	Russell Helm	J. Rick Mihalevich	

Jim Roggero called the meeting to order at 8:32 a.m.

PRESENTATIONS/DISCUSSION ITEMS

1. Jim Roggero announced that Gary Lyndaker was out ill and he has Gary's proxy.
2. There were no presentations for the day.

ACTION ITEMS

1. ITAB October 26, 2005, minutes were presented for approval. Two changes were suggested for the October 26, 2005 minutes:
 - a. Collaborative Efforts, item number 6 - It was requested that the minutes and agenda be changed to read as follows: MO GIS Advisory Council/GIO Update (Jeff Falter/**Ryan Lanclos**).
 - b. Jim Roggero read an email which was submitted by Gary Lyndaker containing a request to replace the full paragraph under General Business, item number 1 - The paragraph change was approved.

A vote was taken and the agenda/minutes, with the changes, were unanimously approved.

GENERAL BUSINESS

1. **CIO Discussion** (Dan Ross, ITSD, CIO)
 - a. **ISeries AS400 Questionnaire** – Dan urged the completion and return of the ISeries AS400 Questionnaire.
 - b. **Budget Update** – OA is now facing budget cuts of \$7 million and 60 positions in FY07. Dan determined that since ITSD more than doubled the size of OA, ITSD should take the burden of \$3.5 million in budget cuts, as well as 30 position losses. Dan stated he believes the 30 losses of positions can be met by not filling vacant positions and that the \$3.5 million in cost savings will be achieved by the beginning of FY07.
 - c. **Decision Items** – Roger Bisges met with Dan on November 15th to discuss decision items. Prior to the budget cuts, there had been discussion about absorbing some decision items based on cost savings. With the eclipse of the budget cut, ITSD is absorbing decision items. Any new general revenue decision items are highly unlikely to be successful.

Roger told the floor there will be discussions at a later date regarding the approaches ITSD will use to meet the budget cut for FY07. He will share further details about this as they are available.

- d. **State Wide Computer Use Policy** – Dan noted that currently there is differentiation from agency to agency regarding computer use policies. However, in the future, a state wide computer use policy will be created and implemented. ITSD will work with the state agencies to create that policy.

- e. **Transfer of Personnel Records** – Dan informed the group that he appointed Guy Kraus to supply a timeline for personnel record transfers. He stated personnel records will remain with the agencies until near the end of this fiscal year.
 - f. **Technology Transfer to other Countries** – With intent to raise awareness of threats to technology, special agents with the Department of Defense met with ITSD. The special agents expressed concern regarding topics such as technology transfer to other countries, with deep concerns noted in regard to economic development and foreign trade offices. Dan invited the Department of Defense/Customs to make presentations to ITAB and/or CIOs at a later date. He suggested presentations be made either on a panel discussion, in a separate session at the technology summit next spring, and/or at the Governor's Economic Development conference.
2. **ITAB Chair Items** (Jim Roggero, OSCA Director of Information Technology)
- a. **Chair and Vice Chair Elections** – The nomination committee, per direction of the charter, consisted of Jim Roggero, Gary Lyndaker, and Dan Ross, along with two outstanding members within the body of ITAB, named as Paul Wright and Scott Willet. A slate of three individuals/candidates for Vice Chairperson was created (listed in alphabetical order): Steve Adams, Bob Meinhardt, and Paul Wright. Based on the charter, the current Vice Chair is nominated for the Chair position unless circumstances do not permit.
- Ballots were distributed, votes were cast and tallied. Jim announced Paul Wright was voted the next Vice Chair of the ITAB Committee. A motion was unanimously approved for Paul Wright to become the next Vice Chair of the ITAB Committee. A motion was unanimously approved to accept Gary Lyndaker as the new Chairperson to serve for the 2006 year. Jim encouraged everyone to share ideas/concerns regarding their committee to him, Dan Ross, Gary Lyndaker, or Paul Wright.

ITAB COMMITTEE UPDATES

1. **Architecture Review Committee Update** (Bob Meinhardt/Ron Thomas) – There was no report. Jim Roggero pointed out that he periodically attends this group's meetings and wanted to compliment them for having good attendance, good discussion, and good information disbursed. Jim also stated he wanted to thank Ron Thomas for all the hard work he puts in behind the scenes.
 2. **Customer Relations Management Committee** (David Crain) – David stated the CRM committee had not met since ITAB's last meeting. He reported that the first version of the CRM toolkit is finished and has gone back to the members for some revisions. He expects it to go out to the entire CRM committee for review, comments, and editing within the next week or two. It should be finalized within the next month.
 3. **Digital Media Developers Committee** (Kevin Lanahan/Bobbie Koelling) – There was no report.
 4. **MOTEC Update** (Jeff Falter/Laura Mertens) - A written report was included in an email sent out to the ITAB on Monday, November 14, 2005. October's usage was good again, with Room 1 booked at 95% and Room 2 booked at 100%. Jeff noted that one class in October was canceled due to the fact that the instructor arrived and discovered that he felt he was not qualified to teach the class.
- Jim Roggero noted that he has received very good feedback on the facility, the availability of parking, and the ease of interchange of thought in classes held at MOTEC.
5. **Personnel Committee** (Chris Wilkerson) – Chris suggested that the Personnel Committee be removed from the regular agenda of the ITAB committee. Jim Roggero stated that the Personnel Committee would be kept as a cell of the ITAB Committee but would be "put on the shelf" and re-activated as needed.
 6. **Project Management Standing Committee** (Paul Wright/Tom Stokes) - Paul announced the updated handbook is now out on the web. Tom Stokes is compiling a new list of certified project managers which he hopes to have completed and on the web very soon.

COLLABORATIVE EFFORTS

1. **User Group Coordination** (Jeff Falter/Debbie Tedeschi) – There was no report.
2. **Internet/MOREnet Update** (Chip Byers) – Reports went out in an email to the ITAB on Monday, November 14, 2005. The number of reports were significantly reduced, as requested during the October 26, 2005, ITAB meeting. Dan Ross questioned the spike in bandwidth utilization shown in the graph report, "oadpt-revenue.gw.more.net ATM 2/0 to MOREnet", dated October 31, 2005. Chip stated he would investigate the cause for the spike.

3. **Missouri Network Management Steering Committee** (Scott Willet) – MNMSC had their last meeting to continue updates on their Statewide Fiber initiative. The RFP continues to be developed. They reached the decision that the "last mile option" will likely not be part of that larger RFP.

The DOR circuit was discussed. For many different agencies, a need was identified for a VPN connectivity back into the state network for application access. Due to the consolidation and combined efforts, DHSS will replace relay lines in their offices. DHSS needed the segmented bandwidth, and rather than purchase a separate bandwidth, is now going to share.

4. **State Wide Purchasing Update** (Gary Eggen/Karen Boegger) – Gary reported that several senior staff members in non-IT sections have been lost. This has caused significant shift and restructure in their office. Cindy Stafford will now serve as an assistant manager in their section. Cindy can be contacted in Gary's absence at 751-7076.

The new periodic PC scheduled buy has been rolled out. Efforts are underway on the printer periodic pricing schedule that will take effect in January 2006. The current schedule for printers expires on December 31, 2005. Due to the loss of staff, they are still struggling with the draft of the PC Prime Vendor contract. He stated they are currently looking at an extension to the IT Services contract in order to provide a transition period for those projects, or for completion of those projects, that are on the contract.

5. **Technology Services Update** (Gail Wekenborg) – There was no report.
6. **Missouri GIS Advisory Council** (Jeff Falter/Ryan Lanclos) - Jeff Falter requested the minutes and agenda be changed to read as follows: MO GIS Advisory Council/GIO Update (Jeff Falter/**Ryan Lanclos**).

Ryan shared several points to note with the ITAB group:

- The Geographic Information Office (GIO) Strategic Plan is out for comment and he will distribute upon completion.
- Missouri is one of a handful of states serving as a beta test site for the new data inventory tool named RAMONA. This will allow the opportunity to get a better handle on the spatial data in Missouri. RAMONA is facilitated through the National States Geographical Council (NSGC).
- "GIS Day" is November 16th. Ryan encouraged everyone to read a map!

OPEN DISCUSSION

1. **Mainframe Printing Location** – Steve Adams questioned where the issue of moving mainframe printing was at this time. Dan Ross noted the original discussion was centered on whether to move the mainframe printing next door (into the space occupied by the State Treasurer) or to consider a different location. Bill Bott stated alternate location options would be explored and there would be a report to ITAB at a later date regarding the issue.
2. **Smart Lease Program** – Scott Willet noted for those who have technical field support personnel supporting outlying offices/traveling substantial miles that another option to consider may be the Smart Lease Program which was recently released by OA.
3. **Training** – Chris Wilkerson questioned the variance in training costs when comparing MOTEC's average cost of \$60/student/class for a desktop type class, versus OA's Education Center \$90/student/class for a desktop type class. Roger Bisges commented that OA's Education Center is the main location for desktop training. MOTEC's main function is not desktop education. Roger will investigate the arrangements/contracts for MOTEC and OA's Education Center and report back.
4. **PC Replacement Cycle & Extended Warranty** – Chris Wilkerson asked the position the PC replacement cycle and purchase of extended warranties. Dan Ross stated that the cost of ownership study is in progress and expressed his hope that the study's completion would supply a type of surrogate measurement for these types of issues.

REVIEW OF ACTION ITEMS

1. Printing activity - Bill Bott will report on this issue on later date.
2. Training locations – Roger Bisges will report on this issue on later date.

NEXT MEETING

The next ITAB Meeting is scheduled for **Wednesday, January 25, 2005, 8:30am, at the Kirkpatrick State Information Center, Interpretive Center, 600 West Main Street, Jefferson City, MO.**